



Request for City Council/Committee Action from the Office of City Clerk

Date: April 9, 2012
To: The Honorable Betsy Hodges
Chair; Ways & Means/Budget Committee
Subject: Appointment of Assistant City Clerk
Recommendation: Confirm the appointment of Grace Wachlarowicz as Assistant City Clerk.

Prepared by: Casey Joe Carl 612/673-3765 Approved by: Presenters in Committee: Casey Joe Carl, City Clerk

Background: Pursuant to Minneapolis City Charter [Chapter 3 §6], the City Clerk is authorized to appoint an Assistant City Clerk, subject to confirmation by the City Council. The Assistant Clerk is a management-level position providing professional assistance in the management of the legislative department. Historically, the appointment of assistant clerks was intended to: (1) secure a uniform system of procedure in the clerk's office and (2) assure effective operational continuity in that office, particularly given its corporate accountabilities for administering elections, voter services, and the management of government records. Consequently, the City Charter and various statutory provisions empower the assistant clerks to assume and perform the full complement of duties prescribed for the office in the absence of the municipal clerk.

With assistance from the Human Resources Department, this vacant position was restructured to have direct responsibility for three operating units within the Clerk's Office; specifically: (1) elections administration and voter services; (2) records and information management; and (3) the document solutions center. This consolidated unit provides the institutional focus and resources necessary to plan for and conduct all federal, state, and local elections within the City of Minneapolis. It also would help advance an enterprise approach to capturing, interpreting, classifying, securely storing, accessing, and legally disposing of corporate information assets, providing the business intelligence to support decision-making processes and day-to-day operations.

Ms. Wachlarowicz joins the City of Minneapolis after serving nineteen years with the City of White Bear Lake, where she was the Director of Licensing & Elections. In that capacity, she was accountable for administering elections, managing municipal licensing functions, and directing the city's customer service efforts. She was the candidate receiving the highest recommendation by two interview panels, which included: Council Member Cam Gordon, Chair, Elections Committee; Velma Korbel, Director, Department of Civil Rights; Susan Segal, City Attorney; Peter Ginder, Deputy City Attorney; Tina Sanz, Assistant City Clerk; Rachel M. Smith, Director, Hennepin County Elections Office; and Ginny Gelms, Deputy Director, Hennepin County Elections Office.

Financial Impact: The compensation for the Assistant City Clerk is included in the department's approved 2012 operating budget.

Community Impact: None.

Supporting Information: None.